

INDIANA EMERGENCY RESPONSE COMMISSION (IERC) MEETING
Indiana Government Center South
302 W. Washington Street
Conference Room A
Indianapolis, Indiana 46204
November 12, 2013 1:00 P.M.

WELCOME AND INTRODUCTION

Chairman John Hill welcomed everyone to the meeting and asked for a quorum.

COMMISSION MEMBERS PRESENT

John Hill—State Government	Bruce Palin—State Government
James Greeson—State Government	Chad Hilton—State Government
Bernie Beier—Local Government	Brian Lott—Local government
Shawn French—Industry Representative	Dean Larson—Public Representative
Sherman Greer—Public Representative	

The following Commission members were absent:

James Pridgen—Industry Representative	Carol Shelby—Public Representative
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QUORUM

Interim LEPC Coordinator Ashley Holcomb indicated a quorum was present.

The following staff members were present:

Laura Steadham—IDEM
Mara Snyder—IDHS
Ian Ewusi—IDHS/IDEM
Ashley Holcomb—IDHS

The following members of the audience were present:

Becky Waymire—Morgan County
Pam Thevenow—Marion County
Mike Alley—Lighthouse Readiness Group

CONSIDERATION OF THE MINUTES

A motion to approve and adopt the minutes from the September 9, 2013, meeting was made by Mr. Larson and seconded by Mr. Lott. **MOTION CARRIED.**

COMMITTEE REPORTS

Communication Committee—Sherman Greer, Chair

Mr. Greer reported that he attended the Emergency Management Alliance of Indiana (EMAI) conference held from October 29, 2013, through November 1, 2013, and in attendance were Ms. Holcomb, Mr. Pridgen and

Mr. Ewusi. He noted that the committee would like to publish a featured article in the Hoosier Responder on Ms. Holcomb as a means of introducing her to the LEPCs she has been working with. Mr. Greer also indicated the need to schedule some IERC meetings outside of Indianapolis, preferably one each in the northern and southern regions of the state. Mr. Hill recommended that Commission members and staff provide input on the meeting locations.

Policy/Technical Committee— James Pridgen, Chair

No report made.

Training Committee— Brian Lott, Chair

Mr. Lott reported on the published LEPC training resource guidance document and some suggested updates to the first page of the document. It was suggested that the first and third paragraphs be edited to eliminate some displaced quotation marks and the word "conditional," respectively.

Mr. Beier inquired as to why LEPCs must have preapproved vendors to provide training services when the state already has an approved vendor/contractor list thus creating two separate lists. Mr. Ewusi explained that the Training Committee developed this document years ago in response to LEPCs request for guidance in the selection of IERC-vetted vendors who provide hazardous materials related services. Ms. Snyder also explained that the state did not have a specific list of vendors that provide hazardous materials training.

Mr. Ewusi introduced a one-page document for the Commission to consider replacing the first page of the training resource guidance document. The document introduced combined planning and training guidance for listed and prospective vendors that provide planning services for LEPCs.

Mr. Larson expressed concern about combining planning and training resource guidance, indicating that since the training guidance was already set and adding planning might muddy the waters with planning requirements.

Mr. Palin stated that he was not comfortable with the planning guidance provided.

Mr. Beier suggested that Mr. Ewusi post the guidance on all LEPC planning activities similar to the nine LEPC planning elements online.

Mr. Ewusi stated that the Commission currently has guidance on the selection of reputable vendors that provide service for LEPC planning activities such as hazardous material response plans, commodity flow studies, hazard analysis and plan exercises, and that LEPCs were asking for IERC assistance.

Mr. French suggested that LEPCs receive prior approval from IERC representative on their choice of a vendor that could provide planning services that meet the funding requirements.

Ms. Waymire informed the Commission that from the LEPC perspective, having an IERC-approved vendor list to choose from was very helpful to their respective committee members.

Mr. Lott requested that the Training Committee review the combined planning and training document and provide comments to Mr. Ewusi before next meeting.

Mr. Larson suggested that comments be submitted by December 13, 2013, and the planning guidance issue be taken up by the Technical/ Policy Committee.

Mr. Lott suggested that Mr. Ewusi send a memo to LEPCs regarding the selection of a vendor for LEPC planning activities and the steps to be taken by LEPCs:

- a) consult the online posted resource guidance document for a planning service provider
- b) submit a draft of an exercise plan to the IERC/ representative for completeness before payment
- c) submit a draft of a hazardous materials response plan to the IERC/representative for a quick review to ascertain completeness before payment

Motion was made by Mr. Lott that Mr. Ewusi send copies of the document to the Training Committee members for comments and send a memo to LEPCs outlining the steps above for acquiring planning service providers. Seconded by Mr. French. **MOTION CARRIED.**

Fiscal Committee—Bruce Palin, Chair

Mr. Palin reported that the committee had met earlier and had the following recommendations for the Commission:

1. Add a hotspot to Mr. Ewusi's phone so he remains connected anywhere in the state
2. Purchase a wireless printer for Mr. Ewusi to replace use of personal equipment at home office
3. Purchase a new vehicle to replace Mr. Ewusi's current aging vehicle
4. Reinstate a practice of a professional meeting recorder to transcribe all IERC meetings

Motion was made by Mr. Larson to accept items one through three and seconded by Mr. Lott. **MOTION CARRIED.**

OLD BUSINESS

Mr. Ewusi reported on the LEPC Assistance Grant program and indicated that there were four applicants. The applicants were Fountain, Marion, Morgan and Steuben County LEPCs. He also reported several inquiries about the program and available funds, including how LEPCs could use the funds in their own counties. Ms. Snyder explained that the legislation was clear that the funds could be used by a compliant county not to benefit itself but to benefit a struggling county. Ms. Snyder suggested naming an application review committee and that the agenda for the next meeting should include discussion of to what extent this should be public record.

Mr. Hill requested volunteers for the review committee and added that it should comprise IERC Commissioners and staff. Mr. Beier, Mr. Lott, and Mr. Hilton volunteered to join Ms. Snyder and Mr. Ewusi to form a five-person committee.

NEW BUSINESS

No new business reported.

Membership Roster Approvals

Mr. Ewusi reported that the following 14 counties had submitted new or updated rosters for approval:

Adams	Shelby	Monroe	Washington
Clinton	Switzerland	Vanderburgh	White
Dubois	Wayne	Floyd	
Huntington	Warren	Pike	

Mr. Ewusi explained that roster reports indicated dates of prior approval of LEPC members but no dates for those members yet needing to be approved. He noted that if this was not the format preferred by the Commission, changes could be made in the online system to facilitate the appropriate report.

Ms. Snyder stated that the roster report to be presented to the Commission for approval should be clear on which LEPC members were being approved. She indicated that roster reports submitted to the Commission for approval should only consist of new members and or old members being removed. She also noted that the roster report should indicate the county, member name and member representative category.

Motion was made by Mr. Lott to approve all LEPC members that were not previously approved and were designated by blank approval dates. Seconded by Mr. Greer. **MOTION CARRIED.**

Committee Roster Approvals

Mr. Ewusi presented an update of the Commission's committee roster to include all new appointees and staff and requested that the Commission reaffirm that all members of the committees were voting members. Mr. Ewusi explained that this has been the practice for years but it would be a good idea to confirm the practice.

Ms. Snyder explained that the affirmation by Commission vote would mean non-Commission members on committees would be able to vote.

Mr. Hill requested the decision on this be delayed for one month to allow him to discuss the issue with the governor's office.

Record Retention

Ms. Snyder reported on the retention schedule for public documents such as LEPC records. She noted that having a designated schedule would help LEPCs manage their records and decide which documents they could discard. She also noted that a memo would be sent to the LEPCs informing them about the designated retention schedule.

REPORT OF THE FIELD REPRESENTATIVE

LEPC Activities

- Attended LEPC meetings in 10 counties:

Boone	Martin	Tipton
Floyd	Pulaski	Warren
Fountain	Shelby	
Gibson	St. Joseph	
- Specific issues/matters addressed:
 - Credit for actual hazmat incident as an LEPC exercise—Event did not involve release of an EHS or CERCLA-defined hazardous substance (Rush County)
 - HSEEP system issues—Several counties
 - Audit on LEPC rosters previously approved—Contacted LEPCs to update rosters to reflect IERC-recommended representative categories
 - Online reporting issues—Loading large-size LEPC plans onto current online reporting system; working with IT support
- Participated in 2 full-scale LEPC exercises as member of the exercise design team and as an evaluator (Jefferson and Putnam Counties)

IERC Activities

- Announced beginning of the LEPC Assistance Grant (LAG) program to all LEPCs and DHS field staff.
- Created online landing page for the LAG program and worked with IDHS webmaster to provide access links to application form and guidance document posted at <http://www.in.gov/dhs/3826.htm> (see below).

EPCRA/CAMEO Training

EPCRA Training

- Elkhart Chamber of Commerce—January 2014
- Gibson County—January 2014
- Marshall County—January 2014

CAMEO Training

- Porter County—November 15, 2013 (for District 1)

Spill Reports (EPCRA Section 304)

<i>County</i>	<i>Month</i>	<i>No. of Reports</i>	<i>Facility</i>	<i>Chemical</i>	<i>Quantity</i>
Randolph	September	1	EPCO Carbon Dioxide Products, Inc	Anhydrous Ammonia	800 lbs
Shelby		1	Shelby County Coop West Branch	Anhydrous Ammonia	100 gals
Posey		1	Country Mark Coop LLC	Sulfur Dioxide	2000 lbs
Vigo		1	SG Solutions LLC	Sulfur Dioxide	100 lbs

PUBLIC COMMENTS

Ms. Pam Thevenow of Marion County inquired about the status of the LEPC Assistance Grant program and the receipt of Marion County's application. She also wanted to know where the funds are sent to once an application is approved. Ms. Thevenow followed up on a question about LEPC and ethics training roster issues presented by Mr. Larmore at the September meeting.

Mr. Ewusi assured her that he was working with the ethics officer and IT to ensure the issues of duplications and omissions were permanently corrected.

Mr. Mike Alley of Lighthouse Readiness Group reported on his company's activities with the LEPCs in conducting exercises. He indicated that his company had developed an affordable base program that would cost \$3500 and could be administered statewide.

Mr. Greer inquired about the number of counties that did not have facilities with extremely hazardous substances (EHSs) located in their counties.

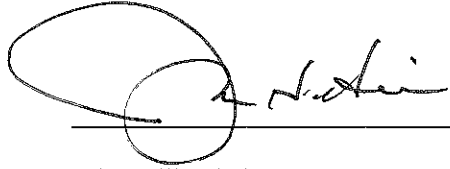
Mr. Ewusi indicated that he could provide the exact numbers to all interested parties. He also indicated that he would provide a list of LEPCs that were non-compliant due to not meeting the exercise requirement.

NEXT MEETING

January 13, 2014, 1:00 pm
Indiana Government Center South
Conference Room C

ADJOURNMENT

Meeting was adjourned at 3:26 P.M.



John Hill, Chair